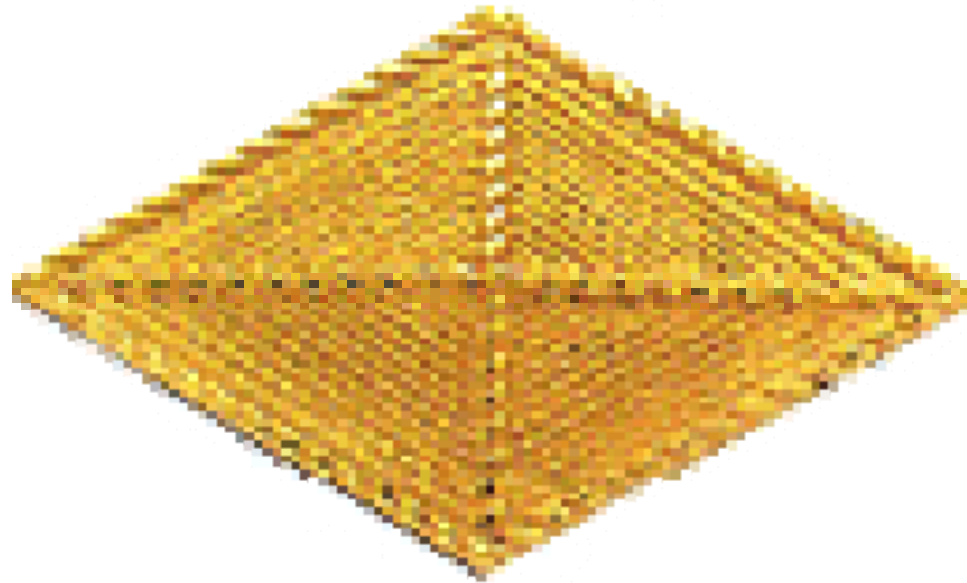


*13th Finance Group
Commander and 1SG Course*



CDR/1SG CERTIFICATION COURSE

CSM Scott Brady

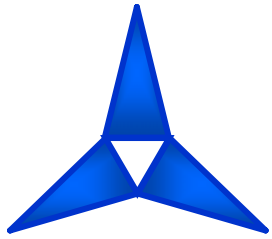


13th Finance Group



Mission Statement

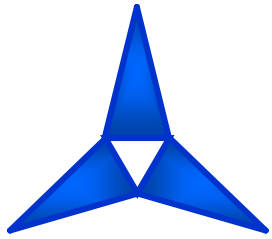
ENSURE FINANCIAL READINESS OF III CORPS UNITS PRIOR TO DEPLOYMENT. ON ORDERS, DEPLOY AND CONDUCT FINANCE SUPPORT FOR ALL COMMANDS, UNITS, AND SOLDIERS LOCATED WITHIN III CORPS, AND REDEPLOY.



13th Finance Group Commander and 1SG Course Agenda



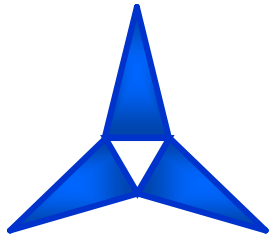
- **Services Provided**
- **My Pay**
- **Powers of Attorney**
- **Promotions**
- **Financial Readiness**
- **UCFR**
- **Contact Information**



***13th Finance Group
Commander and 1SG Course
Services Provided***



- ***DEFENSE MILITARY PAY OFFICE:***
 - **BLDG #18010 (Copeland Center)**
 - TRAVEL ADVANCE/SETTLEMENT
 - PCS/TDY/SEPARATION
 - DLA/DITY
 - TLE/TLA Settlement
 - IN/OUT Processing
 - RETIREMENT/ RESERVE PAY



13th Finance Group

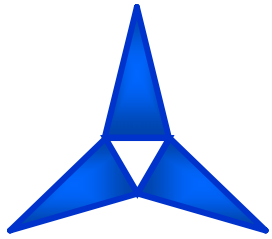
Commander and 1SG Course

Services Provided



➤ **CUSTOMER SERVICE**

- Location at BLDG 2805, 761st Tank Battalion
- Reenlistment/Bonuses
- Debt Management
- Reserve Pay
- Supports the following units: 3rd Signal, 57th Signal, 313th Signal, 16th Signal, 1114th Signal, 89th MP BDE, 64th MP, 720th MP, 401st MP, 720th MP, 110th MP, 26th MP, 178th MP, 11th MP, 504th MI, 321st MP, 15th MI, 303rd, III Corps, 13th FG, OTC, RTS Maint, Dentac, 47th EOD, Meddac, Med Hold, 21st CAV, 158th, 501st AVN

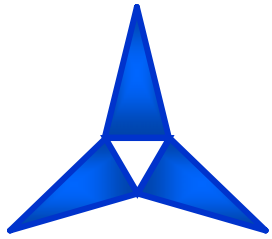


***13th Finance Group
Commander and 1SG Course
Finance Battalions***



- 15th Finance Battalion - 1st CAV DIV
 - Bldg 2805, 761st Tank Battalion/62nd Street

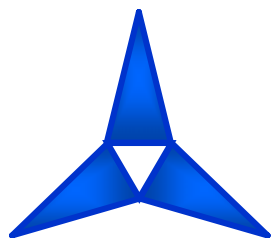
- 230th Finance Battalion (Rear) - 4th INF DIV HQ
 - Bldg 410 (4th INF DIV/3d COSCOM)



***13th Finance Group
Commander and 1SG Course
Wounded In Action (WIA) Team***





- Provides the following customer service:
 - Travel pay processing
 - Debt Remission/Cancellation
 - Special Entitlements pay
 - Personal on-location customer care
 - Superior Customer Service Care
- NCOIC: SSG Teresa George
- Location:
 - Bldg 2805, 761st Tank Battalion/62nd Street
 - Fort Hood, TX 76544
- WIA Team, 288-2237 (24hr Cell 254-291-7722)



13th Finance Group Commander and ISG Course

My Pay






Security | Privacy Notice | FAQ | System Schedule | System Usage | Contact Us

Account Access


1. Please Enter LoginID:

2. Please Enter PIN:

Need a New Pin ?

myPay puts you in control



myPay allows you to manage your pay information, leave and earning statements, W-2s and more.

myPay puts more information and services at your finger tips. Brought to you by DFAS...

Your Financial Partner @ Work

Important Electronic W-2 and Electronic LES Information

On April 29, 2005, the Under Secretary of Defense Comptroller and the Under Secretary of Defense for Personnel and Readiness signed the new Policy for Electronic Wage and Tax Statements and Leave and Earning Statements. [Click here to see the memo.](#)

Effective July 1, 2005, all military members and Department of Defense (DoD) non bargaining unit civilian employees with a customized PIN, who access myPay are consenting to receive only an electronic W-2 and Leave and Earning Statement (LES). [Click here to see more information.](#)

1099R Information

Effective September 1, 2004, all current myPay military retired users who request or already have a myPay Personal Identification Number (PIN) and access myPay are consenting to receive only an electronic 1099R. They may, however, elect to receive a hardcopy 1099R. [Click here for more information.](#)

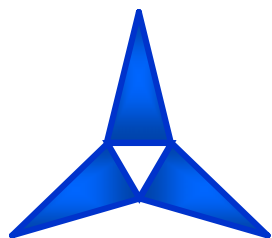
Popular FAQs

- [How do I get a new PIN ?](#)
- [About your Personal Identification Number \(PIN\)](#)
- [LES Display and Delivery](#)
- [Military Thrift Savings Plan \(TSP\)](#)
- [System Availability](#)
- [Assistance/Customer Support](#)

NOTICE !!!

[Hurricane Katrina update information for all Military Service members/employees/retirees concerning the availability of pay for September 1, 2005](#)



[Sign up here to have the Military Pay Newsletter and updates delivered directly to](#)



13th Finance Group Commander and 1SG Course



https://mypay.dfas.mil - MyPay - Microsoft Internet Explorer



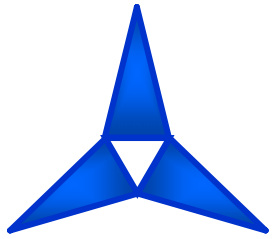
Main Menu Home | Exit

Your Army Active Duty Pay Account

- Leave and Earnings Statement (LES)
- Pay Changes:**
 - Allotments
 - Savings Bonds
 - Turn on/off Hard Copy of LES
- Direct Deposit:**
 - Net Pay EFT
 - Travel EFT
 - Miscellaneous EFT
- Taxes:**
 - Federal Withholding
 - State Withholding
 - Tax Statement (W-2)
 - Student Loan Repayment Program (SLRP) W-2
 - Turn on/off Hard Copy of W-2
 - Thrift Savings Plan (TSP)
 - Travel Voucher Advice of Payment (AOP)
 - Email Address
 - **Personal Settings Page** (Click here for details)

- 18 U.S.C. § 1030 prohibits unauthorized or fraudulent access to government computer systems. If the Social Security Number associated with this action is not your Social Security Number, you are in violation of this law and should exit this system immediately. Completing this action may subject you to a fine of up to \$5,000 or double the value of anything obtained via this unauthorized access, plus up to five years imprisonment.
- Travel Voucher View is available for Vouchers paid by all DFAS sites (except DFAS-Denver) within the last six (6) months.

Done Internet

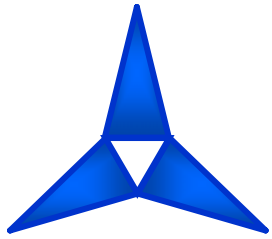


13th Finance Group Commander and 1SG Course



My Pay

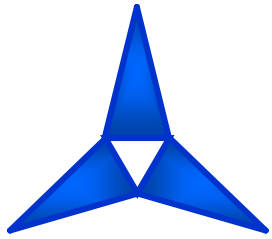
- Encouraging use of myPay gives Soldiers the ability to manage their own pay
- By using My Pay (<https://mypay.dfas.mil>), Soldiers can:
 - View, save, and print LESs (up to 12 prior months)
 - Start, stop, or change allotments (Savings and Discretionary Allotments)
 - Start and change address on Savings Bonds (at this time, you are unable to stop any Savings Bonds)
 - Change pay option
 - Change federal and state tax withholdings



13th Finance Group Commander and 1SG Course My Pay



- View and print W-2s (currently up to 2000)
- Start, stop, or change percentage of TSP (min. is 1%, the max for 2006 and thereafter is 100%)
- Check travel voucher status



13th Finance Group

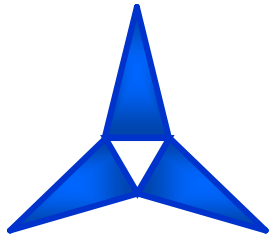
Commander and 1SG Course

Spouse Access To My Pay



- Soldier can set up a Customized PIN for others along with Soldiers SSN to view LESs and W-2's
- If Customized PIN is suspended, can re-activate it on-line in my Pay
- DFAS will NOT answer myPay questions for anyone but the Soldier
- A spouse CANNOT establish a myPay account
- Before asking a Soldier to release their myPay password to anyone, ensure he/she knows the ***FULL CAPABILITIES*** of myPay (change pay options, allotments, etc.)

We never advise Soldiers to release their myPay PIN to anyone



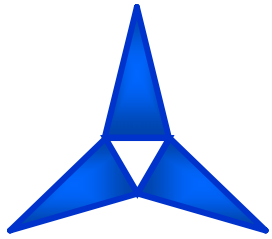
13th Finance Group Commander and 1SG Course Power Of Attorney (POA)



13th FG Policy, DA Policy based in Fiscal Law

- Focus is not the type POA but the content within
- General POA authorizing financial affairs, etc. will get information release ONLY! For example –LES print outs, answers to specific pay questions
- Specific language authorizing an intent for agent to be able to perform an action is required before an agent can due any pay action

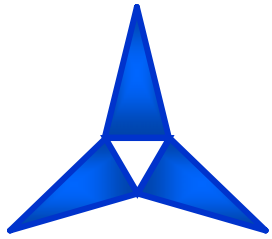
ID and original POA must be presented to the PAC or Servicing Finance Office. An individual with a pay problem and insufficient POA will be sent back to the unit



13th Finance Group Commander and 1SG Course Promotions



- PSB is responsible for all promotions and reduction
- Interface between HRC and DFAS databases
- On a case to case basis, when personnel is unsuccessful making a grade change, finance can make input. Unit Procedures:
 - Obtain copy of Unit Personnel Accountability Report (AAA-162) reflecting the Soldier's grade is correct on the DA System and eMILPO
 - Obtain memo from PSB, signed by personnel detachment commander or warrant officer, requesting finance grade change override.
 - Submit memo, printout, and copy of the orders to your servicing finance unit, 15th FB, DMPO or 230th FB

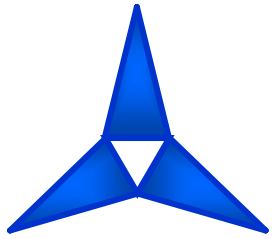


13th Finance Group Commander and 1SG Course Financial Readiness



- Partnership with finance; jointly responsible for ensuring your Soldiers are paid in a timely, accurate manner
- Many commanders overlook its significance; however, it is one of the most important aspects of overall readiness
- Timely submission of finance documents:
 - Reduces leader distracters; spend more time planning and executing training and less with creditors
 - Soldiers spend less time in finance office and more time in unit
 - More focused Soldiers; minimizes financial concerns

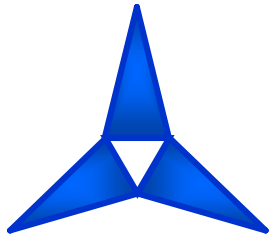
Untimely Documents: Documents not processed by finance within thirty days of the effective date of entitlement



13th Finance Group
Commander and 1SG Course
Unit Commander's Finance Report (UCFR)



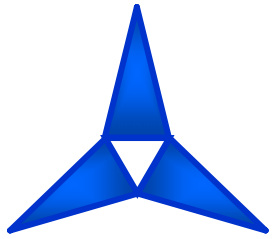
- Management tool provided to unit commanders once a month
- Monthly roll-up of Soldiers' pay accounts
- Provides unit commanders:
 - An immediate way to resolve discrepancies with a Soldier's pay
 - List of Soldiers assigned to your unit
 - Eliminates time consuming review of Soldiers' LESs



13th Finance Group
Commander and 1SG Course
Unit Commander's Finance Report (UCFR)



- Each month, Unit Commanders must review UCFR:
 - Ensure all Soldiers in unit are reflected
 - ✓ Add names of Soldiers in unit but not on UCFR and attach copy of orders or DA Form 4187 assigning them to unit
 - ✓ Line through names of Soldiers who have departed unit and provide gaining unit information or copy of reassignment orders
 - ✓ Line through names of Soldiers who were never members of the unit

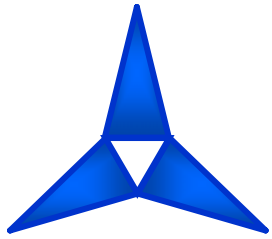


***13th Finance Group
Commander and 1SG Course
Unit Commander's Finance Report (UCFR) cont.***



- Annotate any and all entitlement or status changes on the UCFR and attach supporting documentation
- Place the certifying statement on the UCFR and sign verifying the UCFR is correct with those changes

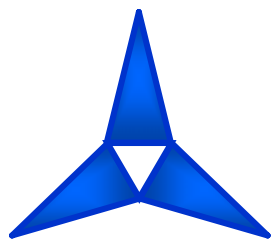
Signed UCFRs must be returned to finance NLT 10th of the month



***13th Finance Group
Commander and 1SG Course
Unit Commander's Finance Report (UCFR)***



- **UCFR Turn-in Procedures to Finance Office**
 - Follow your unit's standing operating procedures
 - Return completed UCFR by the suspense date (NLT 10th of each month)
 - Utilize a Unit Transmittal Memorandum (UTM) to account for documents



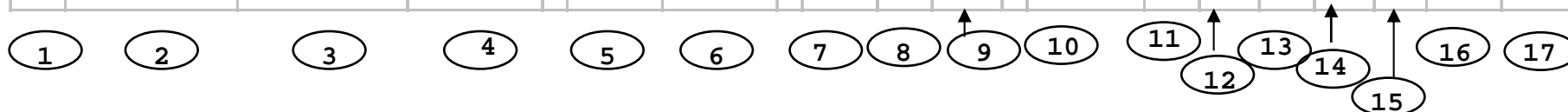
13th Finance Group

Commander and 1SG Course

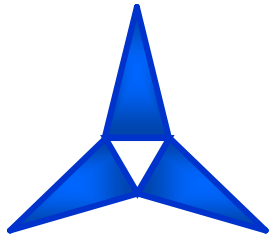
Unit Commander's Finance Report (UCFR)



Unit Commander's Finance Report: 3-30 Jan 06																
GR	Name	SSAN	EOM PAY	POPT	Allotmnts	BAH	BAS	Leave	ETS	TDY	FSH	FDP	HFP	OHA	COLA	IPAY
E5	BROWN FRED	123456789	759.18	CHEK	86.00	QTR	YES	29.5	071230	NO	NO	NO	NO	NO	NO	NO
O1	CAMPBELL DE	987654321	1,034.56	CHEK	336.00	W/O	YES	15.5	051130	NO	NO	NO	NO	NO	NO	NO
E4	DAVIS JULIA	192837465	733.04	CHEK	57.16	QTR	YES	16.5	070715	NO	NO	NO	NO	NO	NO	NO
E4	GARCIA FRAN	918273645	897.85	CHEK	507.50	REB	NO	28.5	070315	NO	NO	NO	NO	NO	NO	NO
O6	HILL GREG	123459876	4,524.87	CHEK	60.00	QTR	YES	75.5	888888	NO	YES	NO	NO	NO	NO	NO
E2	JONES TM OT	987651234	418.15	CHEK	199.00	REB	NO	0.5	060610	NO	NO	NO	NO	NO	NO	NO
E8	MILLER CYNT	546372819	1,005.68	CHEK	208.21	QTR	YES	36.0	120320	NO	NO	NO	NO	NO	NO	NO
O3E	PHILLIPS TR	564738291	1,551.70	CHEK	400.00	QTR	YES	23.5	888888	NO	NO	NO	NO	NO	NO	YES
W2	SMITH JOSEP	123456789	2,101.23	CHEK	102.00	QTR	YES	10.0	888888	NO	NO	NO	NO	NO	NO	NO
E3	THOMPSON M	123456789	610.22	CHEK	34.50	REB	NO	12.5	060808	NO	NO	YES	YES	NO	NO	NO



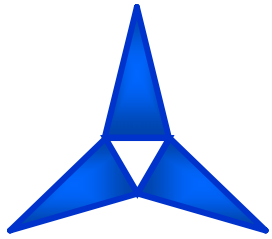
Commanders and First Sergeants use this section as a reference guide when reviewing the UCFR. If you follow these steps thoroughly for each Soldier listed, this will ensure that you are providing the best service possible to your Soldiers.



13th Finance Group Commander and 1SG Course UCFR Legend



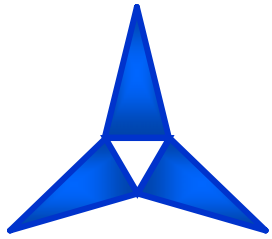
✓ 1	Grade	Two letter grade designation
✓ 2	Name	Last Name - Space - First Name (Field contains only 11 characters)
✓ 3	Social Security Number	Full Social Security Number
✓ 4	End-of-Month Pay	Amount received by Soldier for current end-of-month pay
✓ 5	Pay Option	Shows the Pay Option the Soldier has elected
✓ 6	Allotments	Total amount of all allotments disbursed for the current month
✓ 7	Basic All. for Housing	The type of housing allowance the Soldier is receiving, if any
✓ 8	Basic All. for Subsistence	The type of subsistence allowance the Soldier is receiving
✓ 9	Leave	The Soldier's current leave balance as of the last day of the current month
✓ 10	Expired Term of Service	The Soldier's ETS date (new ETS date will not update until old ETS date passes)
✓ 11	Temporary Duty	"YES" if the Soldier received an Accrued Per Diem payment through his LES
✓ 12	Family Separation All.	"YES" if Soldier was paid this entitlement for any portion of the current month
✓ 13	Foreign Duty Pay	"YES" if Soldier was paid this entitlement for any portion of the current month
✓ 14	Hostile Fire Pay	"YES" if Soldier was paid this entitlement for any portion of the current month
✓ 15	Overseas Housing Allowance	Displays type of OHA paid to Soldier, if any
✓ 16	Cost of Living Allowance.	Displays type of COLA paid to Soldier, if any
✓ 17	Incentive Pay	"YES" if Soldier was paid this entitlement for any portion of the current month



***13th Finance Group
Commander and 1SG Course
UCFR Legend cont.***



- Types of BAH
 - QTR- Assigned to Government QTRS
 - REB- Soldier is residing in the barracks
 - W/D- Soldier receiving BAH with Dependents
 - W/O- Soldier is receiving BAH without Dependents



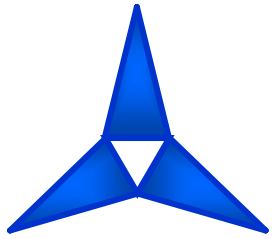
13th Finance Group
Commander and 1SG Course
Unit Commander's Finance Report (UCFR)



- This statement must be included in or attached to the UCFR:

“I certify that I have reviewed the accountability and duty status of the Soldiers on this UCFR, and they are assigned or attached to my unit, unless annotated otherwise. To the best of my knowledge, this information is correct or has been corrected on this report.”

JOHN SMITH
CPT, IN
Commanding

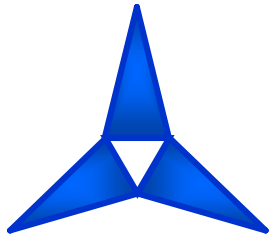


13th Finance Group Commander and 1SG Course



CONTACT INFORMATION

Office	POC	Phone Number	Office	POC	Phone Number
13th Finance Group			Finance Operations		
COMMANDER	COL Stephen Riviere	287-8833	Chief	CPT Lei Bruno	287-6773
CSM	CSM Scott Brady	287-6259	NCOIC	SFC Jim Kelley	287-6645
15th Finance Battalion			230th Finance Battalion		
COMMANDER	LTC Kevin Gentzler	287-5727	COMMANDER	LTC Leo Hay	Deployed
CSM	CSM Barbara Pettit	287-6109	CSM	CSM Michelle Jones	Deployed
HHD CDR	CPT Harris	288-3008	Prov Commander	MAJ Gallman	287-4556
HHD DET SGT	SFC Thomas	288-2959	1SG	1SG Byrd	287-4556
ALPHA DET CDR	CPT Allison	288-2907	Echo Det CDR	CPT Baisley	287-1883
ALPHA DET SGT	SFC Velez	288-2912	Echo Det SGT	SFC Cronin	288-2398
BRAVO DET CDR	CPT Sheppard	287-9207	Wounded In Action Team		
BAVO DET SGT	SFC Lewis	287-7069	NCOIC	SSG George	288-2237
CHARLIE DET CDR	CPT Soule	288-2942			
CHARLIE DET SGT	SSG Richards	288-2931			
Defense Military Pay Office			Defense Military Pay Office - Bldg 2805		
DMPO Chief	Mr Gary Penn	287-7815	Military Pay Chief	Ms Judy Rucker	287-7393
Reserve Pay	Ms Edna Asare	287-8320	Customer Service	Mr Mark Grenier	287-7393
In/Out Processing	Ms MaGahee	287-8660			
Retirements & Separations	Mr Charles McGriff	285-6885			



*13th Finance Group
Commander and 1SG Course*



CDR/1SG CERTIFICATION COURSE